



Illinois Department of Transportation

Memorandum

To: DEPUTY SECRETARIES, DIRECTORS AND BUREAU CHIEFS
From: Becky Koehler
Bureau Chief of Personnel Management
Subject: Technical Vacancy
Date: January 16, 2018

Attached are the Position Summary Sheet and Position Description for the vacant technical position listed below. Please post this vacancy announcement January 17, 2018 in the designated areas.

The deadline for applicants to submit their applications for consideration is **4:30 p.m. on Tuesday, January 30, 2018**. Applications will not be accepted after that time and date.

NOTE: Applications will be accepted from qualified permanent DOT employees only. A copy of each applicant's ACTIVE Illinois Professional Engineer License must accompany application for this position. Please be advised that if a high volume of applications are received, the applications may be screened to establish a smaller pool of applicants for interview. The screening will be based on the information contained in the application.

If you have any questions, please contact the Bureau of Personnel Management at 217/782-5594.

CE V

Area Supervising Field Engineer
Region 2/District 3/Project Implementation
Highways Project Implementation
Ottawa

Attachments
42420

Technical Applications [PM1080 rev 6/1/17](#) ****must be received** by the Bureau of Personnel Management, Room 113, 2300 South Dirksen Parkway, Springfield, IL 62764 (Fax# 217/557-3134) or emailed to DOT.CO.BPM.EmploymentApplications@Illinois.gov by **Tuesday, January 30, 2018, 4:30 p.m.** Please include address, daytime phone and position for which applying if not already listed on application. Applicants will be notified in writing to schedule interviews.

NOTE: Applications will be accepted from qualified permanent DOT employees only. A copy of each applicant's ACTIVE Illinois Professional Engineer License must accompany application for this position. Please be advised that if a high volume of applications are received, the applications may be screened to establish a smaller pool of applicants for interview. The screening will be based on the information contained in the application.



Illinois Department of Transportation

An Equal Opportunity Employer

Position Summary Sheet

Classification:	Civil Engineer V	Salary Range:	\$6,315 - \$10,210
Position Title:	Area Supervising Field Engineer	Union Position:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Position Number:	PW115-23-53-201-10-01	IPR#:	42420

Office/Central Bureau/District/Work Address:

Office of Highways Project Implementation/Region 2/District 3/Bureau of Project Implementation/700 East Norris Drive, Ottawa, IL

Description Of Duties:

This position is responsible for the direct supervision of a staff of Resident Engineers/Technicians engaged in the construction, supervision, and inspection of highway construction projects in an assigned geographical area within the district.

Special Qualifications:

Required:

- Current Illinois Professional Engineer license
- Valid driver's license
- Extensive districtwide travel

Desired:

- Nine years of experience in civil engineering of which at least five years should be in the specific area of highway engineering, three years of which should have been supervising engineering functions
- Strong oral and written communication skills
- Strong problem-solving and decision-making abilities

Shift/Remarks:

8:00 am – 4:30 pm / Monday-Friday

THIS POSITION IS COVERED UNDER THE REVOLVING DOOR PROHIBITION (RDP) POLICY.

****Technical Application PM1080 (revised 6/1/17) is required. No previous version of the PM1080 will be accepted.**

**ILLINOIS DEPARTMENT OF TRANSPORTATION
POSITION DESCRIPTION**

DATE:	February 2017	POSITION:	Area Supervising Field Engineer
APPROVED BY:	Joe Wick	OFFICE/DIVISION:	District 3/Region 2/OHPI
CODE:	PW115-23-53-201-10-01	REPORTS TO:	District Construction Engineer

Position Purpose

This position is accountable for the direct supervision of a staff of Resident Engineers/Technicians engaged in the construction, supervision, and inspection of highway construction projects in an assigned geographical area within the district.

Dimensions

Subordinate Personnel:	15 Direct; 35 Indirect
Value of Construction Projects:	\$25 to \$150 million
Number of Projects Under Construction:	30 to 40

Nature and Scope

This position reports to the District Construction Engineer as do two other Area Supervising Field Engineers. Reporting to this position are approximately 19 Resident Engineers/Technicians and one or two Senior Resident Engineers.

This position functions in a geographical area that may be characterized by both a developed urban area with high traffic volumes and adjoining independent local governmental units as well as remote rural areas. The task of constructing efficient and economical highway improvements, while at the same time meeting the demand for safety, mobility, and convenience of the public during construction are complicated by strikes, weather, material shortages, and plan changes. The greatest challenge to this position is ensuring that all the projects in the incumbent's area are adequately staffed, completed on time, and meet all specifications for quality workmanship.

Typical problems encountered by the incumbent are both technical and managerial in nature. These include reviewing the validity of time extensions and change order requests, determining the applicability of design features and standard specifications to particular problems encountered in the field, planning workload and personnel assignments, and motivating subordinates to effectively maintain a high quality of construction inspection.

The incumbent personally monitors the progress of construction projects to ensure that the work accomplished conforms to the specifications, plans, and policies, and acts as the main source of communication between the field personnel and the District Construction Engineer. This position also conducts pre-job conferences whereby representatives of local agencies, contractor personnel, the Resident Engineer, and representatives of railroad and utilities (if necessary) are brought together for an explanation and discussion of the proposed work. It is essential that the incumbent have unique problem solving capability to recommend approval of changes for all design plans for assigned areas; to properly resolve the technical problems of contract administration as well as problems associated with complaints and concerns from the general public and outside interest groups. The incumbent conducts Interim and Final Inspections on completed work and ensures that all documentation is complete and accurate, enabling the contract to be finalized and accepted by federal authorities. This position initiates the reply to correspondence with contractors, other agencies, or the general public concerning construction projects.

The incumbent exercises the position's accountabilities through a staff of approximately 19 Resident Engineers/Technicians who are individually responsible for the layout, inspection, and documentation of assigned construction projects and for the direct supervision of crews.

The incumbent's actions are governed by state and federal policies, plans, standard specifications, and special provisions. This position is expected to exercise considerable independent judgment in expediting construction progress and reviews and recommending appropriate action of all change orders initiated by subordinate Resident Engineers/Technicians. The incumbent recommends staffing needs, promotions, salary changes, and disciplinary actions for subordinate personnel. Those technical problems concerning deviations in the plans and standard specifications are referred to the District Construction Engineer along with recommendations for resolution. The incumbent will also be responsible for managing Phase III consultant resources.

In performing the functions of this position, the incumbent maintains daily contact with his/her Resident Engineers/Technicians and staff of the construction office. Frequent contacts are made with both central and district bureaus when construction operations require the coordination of activities among other agencies or when solutions to problems require consultation, recommendations, or approval. Other significant contacts are with the Federal Highway Administration, contractor's management personnel, local government officials, and the general public. Due to the large geographical area that is assigned to the position, the incumbent will spend a considerable amount of time traveling.

The effectiveness of this position is measured by the quality and timeliness of the construction work completed, the amount of engineering cost required, the number or severity of complaints received from the general public, and the promptness in which the incumbent handles these complaints, and the degree of harmony that exists between the incumbent, the contractor's forces, and other state and federal agencies.

Principal Accountabilities

1. Ensure that construction projects are built according to plans, specifications, and departmental policies.
2. Ensure complete and accurate documentation to facilitate timely acceptance and finalization of projects.
3. Ensure timely response to inquiries, complaints, requests, and follow-up action.
4. Establish mutual cooperation between the Bureau of Implementation and other central and district bureaus to reconcile divergent viewpoints on construction problems.
5. Responsible for supervising, training, and motivating subordinate personnel.
6. Responsible for performing duties in accordance with departmental safety policies and is responsible for the safety of subordinate personnel.
7. Performs duties in compliance with departmental safety rules. Performs all duties in a manner conducive to the fair and equitable treatment of all employees.
8. Performs all other duties as assigned.